

Code: 0194
Administrative Service
Clerical, Accounting and General Office Group
Accounting and Finance Series

CLASS TITLE: **Auditor IV**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class functions as a working supervisor over a small auditing staff or as a team leader on large auditing projects and performing professional auditing work of the most complex nature typically requiring the application of advanced auditing knowledge; and performs related duties as required.

ESSENTIAL DUTIES: Supervises auditors on assignments involving large multi-site corporations with multiple tax liabilities and delegate agencies with large and complex service contracts to determine compliance with the municipal tax ordinance and contract provisions; meets with company representatives to discuss the audit process, present an audit schedule and request financial documents; assigns audit responsibilities to auditing team, and monitors their progress and provides assistance on complex issues; interprets tax ordinances, contract specifications and reporting requirements to business managers and delegate agency personnel; reviews tax returns, invoices and related business documents to determine the tax liability; researches payment records and verifies legitimacy of requests to approve refunds for duplicate or overpaid taxes; reviews reports prepared by team auditors regarding taxes owed for businesses found to be in noncompliance with the tax ordinance or contract violations of delegate agencies and ensures completeness and appropriateness of findings and recommendations; prepares detailed reports of audit findings; attends tax hearings or delegate agency compliance meetings and provides details relative to assessed tax liability and contract compliance issues, respectively; makes recommendations for improving accounting and record keeping procedures of businesses or delegate agencies; trains and coordinates training for professional auditing staff; organizes and oversees the coordination of the audit process conducted by private firms.

RELATED DUTIES: Leads special audit investigations and the preparation of related reports; explains internal accounting processes and researches financial records to respond in inquiries from private auditors.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field with 15 semester hours in Accounting supplemented by three years of progressively responsible professional auditing experience, or an equivalent combination of training and experience, provided the minimum degree requirement is met.

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CLASS TITLE: **Auditor IV (Cont'd)**

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a

clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities and Skill. Considerable knowledge of generally accepted accounting principles. Considerable knowledge of auditing techniques. Considerable knowledge of financial management and auditing principles. Considerable knowledge of financial report preparation. Good knowledge of financial software. Some knowledge of supervisory and management theory and practices.

Ability to manage complex audit assignments. Ability to supervise staff. Ability to work with other city departments and agencies on accounting and auditing issues. Ability to advise management of financial processes and procedures. Ability to travel out of state on audit assignments.

Considerable skill in the application of generally accepted accounting principles. Considerable auditing skills. Considerable business math skills. Good analytical skills. Good oral and written communication skills. Some supervisory skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004
City of Chicago
Department of Personnel